



SITE DEVELOPMENT PERMIT SUBMITTAL CHECKLIST

Planning & Community Development

The following information is typically needed in order to submit an application for review. Depending on the scope of work, some items may not apply or may be combined. If you have a question on required items, please call (206) 801-2500 or stop by our office. Read each item carefully and provide all applicable information. **All construction drawings must be drawn to an architectural scale (e.g. 1/4" = 1'), while site plans and civil drawings must be drawn to an engineering scale (e.g. 1" = 20'). All drawings prepared by licensed architects or engineers must have the appropriate stamp and signature of the licensed professional on the face of the drawings at time of submittal.**

- ☐ **Permit Application**
- ☐ **Critical Areas Worksheet.** Critical Area Report if critical area exists on site
- ☐ **Environmental Checklist – SEPA** Environmental review is required if project exceeds any of the following exemptions:
 - 4 dwelling units;
 - 20 car parking lot;
 - 500 cubic yards of cut and fill soil (except building foundation);
 - 4,000 square feet of new floor area; or
 - Alterations in a Critical Area with buffer.
- ☐ **Site Plans – three (3) copies** drawn to engineering scale.
 - Name, address, and phone number of the person who prepared the drawing.
 - Vicinity map showing sufficient detail to clearly locate the project in relation to arterial streets, natural features/landmarks and municipal boundaries.
 - Graphic scale and north arrow.
 - Zoning of all adjacent properties.
 - Structures within 50' of lot lines on adjacent lots.
 - Location, identification and dimension of all proposed, existing, and recently demolished buildings and their uses, projections, roof overhangs, covered breezeways, streets, alleys, rockeries, retaining walls, and fences. Note height.
 - Dimensions of all property lines.
 - Building setbacks for front, side, and rear property lines.
 - Easements which are on or adjacent to the property, including utility, drainage, access, open space. Include the King County recording number for existing easements.
- ☐ **Civil Engineering Plans – three (3) copies** drawn to engineering scale. Civil engineering plans must contain the reference datum and control points.
- ☐ **Grading**
 - Clearing limits and trees to be removed/retained.
 - Existing contours at 2' intervals on site and 5' contours extending 100' from property.
 - Proposed contours at 2' intervals; shown in darker line than existing contours.
 - At least two cross-sections, one in each direction, showing existing and proposed contours, horizontal and vertical scales, past excavation, filled or cleared areas (indicate depth of cut/fill).
 - Quantity of excavation and fill (in cubic yards).
 - Quantity of surplus or unsuitable excavation materials to be exported from the site.
 - Quantity and type of fill material to be imported to the site.
 - Proposed disposal site of demolition debris with anticipated haul routes.
- ☐ Survey map prepared, stamped and signed by licensed surveyor may be required.

Business Hours: M – F 8:00 a.m. to 5:00 p.m. ♦ Permit Processing Hours: M – F 8:00 a.m. to 4:00 p.m.

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2/2014

- **Erosion Control**

- Silt fencing, catch basin protection, construction entrance, and temporary sediment ponds.
- All construction details and notes associated with each erosion control method.

- **Drainage and Paving**

- Plan view of drainage system and associated paving.
- Details of all structures and drainage facilities including catch basins, flow control devices, water quality, and infiltration facilities.
- Profiles of drainage system and roadway improvements.
- Surface water distribution point and hydrological features.

- **Right of Way Improvements**

- In addition to the items detailed in this checklist, when required, include all proposed right-of-way improvements. Appropriate details and sections must also be included (see Right-of-Way Permit submittal checklist).

- **Utilities**

- Locations of all existing and proposed utilities including water, sewer, gas, electric, and telecommunications – onsite and in the right-of-way.
- Plans approved by utility provider if available.

- **Documents**

- Downstream analysis, drainage calculations, and soils information – Drainage analysis per the

Department of Ecology Stormwater Management Manual for Western Washington as amended by the City of Shoreline including soils information.

- Geo-technical or soils report.
- Drainage system maintenance information or manual.

- ☐ **Tree Retention Information**

- Location, size, species, and condition of all existing trees on the property. Show driplines of trees within 20' of proposed development.
- Identification of trees to be retained, trees to be preserved, and location of planted trees.
- Graphic representation and written description of proposed tree protection measures and tree and vegetation planting details.
- Calculation of required significant tree retention percentage.
- Calculation of required replacement trees.

- ☐ **Landscaping Plans – three (3) copies**

- Identify all existing vegetation/landscaping.
- Location, size and spacing of all proposed plantings at maturity.
- Plant schedule that includes the plants' common and botanical names and the planting size and quantity to be planted with a certified and registered landscape architect, contractor or nurseryman.
- Planting details for ground cover, shrubs, trees, and street trees.

Submittal Fee:

Subdivision \$1,869.00 (\$155.75 hourly rate, 12 hour minimum).

All others \$467.25 (\$155.75 hourly rate, 3 hour minimum).

Include SEPA Checklist fee if applicable

Please note: Fees effective 1/2014 and are subject to change.

NOTE: Please be sure that all drawings are clear and information is legible. Number each page consecutively and staple them together with the site plan as your first sheet. No pencil drawings will be accepted. Applications may not be accepted after 4:00 pm.

The Development Code (Title 20) is located at CodePublishing.com

OTHER PERMITS:

Right-of-Way